



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Offender Rehabilitation #2 Martin Luther King Jr. Drive, SE Room 754, East Tower, Floyd Veterans Memorial Building Atlanta, Georgia 30334	Application Number 82-555	
Application Number		Date Received SEP 22 1982	Date Completed OCT 25 1982
2. Person to Contact Susan Davis		Working Title Records Management Officer	Telephone Number 656-5561
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ 7-2-81		5. Records Series Title (followed by title used in office; if different) Monthly Education Report (Institution Copy)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Education Services provides Academic and/or Vocational training in order to prepare public offenders with marketable skills.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The attendance of students enrolled in school. Monthly Education Report. Included are: Attendance Register Sheets containing teacher's name, list of students in the class, attendance data, test data and other related information. Also monthly computer print out from Inmate Data Bank. File is arranged: Chronologically by month of Report; thereafter by teacher.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act, Georgia Code.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value? Federal Audit Value
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Complete print out for Inmate Data Bank, Evaluation Reports.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Central Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

NOTE: In cases where federal audits are in process; hold until final audit is completed.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Attendance Register Sheet: Cut off at end of FY; then destroy.

Monthly Report: Cut off at end of FY; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	9/15/82	<i>[Signature]</i>	9/15/82
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	10-18-82
		Secretary of State/Designee	10/14/82
		Attorney General/Designee	10-20-82